

ON MY WAY PRE-K PROVIDER NEXT STEPS

Approved Provider Webinar



FAMILY APPLICATIONS UPDATE

- Application deadline for families was April 30th
- OECOSL received over 6,500 applications across the five counties
- Over 2200 children will be awarded grants (1600 through On My Way PreK and another 600 or more through the Indy PSP program)
- These families will soon be looking for a pre-K program- be prepared to communicate with these families and complete the child's registration into your program
- In Marion County only children may be either 3 or 4-years old (due to the Indy PSP program)

OTHER IMPORTANT UPDATES:

The Indiana General Assembly approved two more years of pre-K funding at the same level \$10 M/year for the five pre-k pilot counties.

This is great news for the sustainability of your pre-K program!


The City of Indianapolis also created the Indy PSP program to serve even more children in Marion County. On My Way Pre-K providers in Marion County are also eligible to participate in the Indy PSP program




You have an incredible opportunity to participate in **Indiana's first** state-funded pre-k pilot **ON MY WAY PRE-K/Indy PSP** and give low-income children the opportunity to experience high quality pre-k early learning experiences before they start kindergarten!

YOU HAVE COMPLETED THE PROCESS...

it.com.



**On My Way PreK
Provider Application**



FSSA Office of Early Childhood and Out of School Learning

This page must be completed fully and submitted to the Office of Early Childhood and Out of School Learning prior to enrollment as an On My PreK approved program.

Organization Information:
Pre-K Program Name _____

Business Name or
School District Name (if applicable) _____

PreK Program Information
Address: _____

City _____

County _____

Phone number _____

Fax number _____

Email Address _____

Primary Contact Name _____

On My Way PreK Provider Application

Check your eligibility status:

☐ Licensed Home Paths to QUALITY Level 3 or Level 4
License # _____

☐ Licensed Center Paths to QUALITY Level 3 or Level 4
License # _____

☐ Registered Ministry Paths to QUALITY Level 3 or Level 4
Registration # _____

☐ Public School Pre-K Paths to QUALITY Level 3 or Level 4
Provider ID EX # _____

☐ Charter School Pre-K Paths to QUALITY Level 3 or Level 4
Provider ID # _____

☐ Private Accredited Pre-K
Name of Accrediting Body _____

Please attach proof of accreditation and proof that accreditation includes the PreK classrooms.

1



NOW WHAT CAN YOU EXPECT?

- How will parents enroll in our program?
- How do I know if families have completed the process?
- How does the claim process work? How much will I be paid?
- How will attendance be tracked?
- When do I complete the ISTAR-KR?
- What parent engagement activities are required?

PARENT RECRUITMENT

5/11-
5/15

- Parents will receive congratulations packets in the mail from the intake

5/11-
6/30

- Parents will meet face to face with local intakes to complete the enrollment process and receive their grant

5/11-
6/30

- Parents will be visiting your program and you must complete the provider information form **

August
2015

- Programs will begin On My Way Pre-K programs for children with grants

PAYMENT POLICIES

- IC 12:17.2-7.2 set a minimum amount of \$2,500 and a maximum amount of \$6,800 for each grant.
- A minimum threshold of program hours was established to ensure an adequate minimum amount of pre-K experiences for children and a common hourly rate was assigned
- A provider's maximum reimbursement rate is tiered based on the number of hours offered per program year.
- On My Way Pre-K/Indy PSP providers will not be reimbursed for more than their cost of providing Pre-K services for the number of hours operated by the program and stated on the Provider Information Page.

WHAT WILL MY REIMBURSEMENT BE?

Use the formula:

$$\begin{array}{|c|} \hline \text{\#hrs each day} \\ \hline \end{array} \times \begin{array}{|c|} \hline \text{\# days/year} \\ \hline \text{program} \\ \hline \text{offered} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{total hrs} \\ \hline \text{program} \\ \hline \text{offered /year} \\ \hline \end{array}$$

- Do not count days your program is closed for holidays or breaks.
- Families may not be charged overages, enrollment fees, field trip fees, book fees or other additional fees.
- If the cost of meals and snacks are supported by the food program – do not include these costs in your fees

REIMBURSEMENT RATES



Minimum # days
For August start = 114 days

	August	
Program Design	Minimum Hours/ Year	Maximum Allowable Reimbursement Rate
A-2	1190	\$6800
B-2	900	\$5130
C-2	595	\$3390
D-2	450	\$2565

PROVIDER INFORMATION PAGE




PROGRAM DESIGN

Programs may offer pre-k for the academic or school year (for example, from August 2015- May 2016) or may offer pre-k services for a 12- month period (for example from August 2015 – August 2016). The exact begin and end dates are determined by your program. Please enter your program's start date and end dates below. The start date may or may not be the same date that a child with an On My Way Pre-K grant begins attending. ***This information is VERY IMPORTANT –once entered, these amounts determine the correct amount of your OMW GRANT reimbursement.***

Program Start Date:  _____ 2016 (August/September)	Program End Date:  _____ 2016 (May, June, July or August)
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Provider Cost per Child for a Program Year:

This is your cost to provide Pre-K services to a child for the duration of the dates listed above. This is the same rate that you charge private pay families before a sliding fee scale or any scholarship funds are applied.

Hours Per Week Pre-K is offered:  (#days x #hours per day = total hours week) <i>Example – 5 days week x 5 hours per day = 25 hours per week</i>	# of Weeks Pre-K is Offered Per Program Year:  <u>Count</u> the weeks your program will be offered from program start date to program end date. <u>Do not</u> include weeks closed for holidays/breaks.	Days per week that Pre-K is offered:  (#days each week X # of weeks per year = total days offered) <i>Example: 5 days week x 50 weeks per year = 250 days</i>
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Reimbursement is made directly to the Pre-K provider through direct deposit. All programs will be paid in two equal semester installments. Programs ending after June 15, 2016 will also receive a third summer payment. You must offer at least 114 days and 450 hours of Pre-K services to children with an On My Way grant. Please see the On My Way Provider Payment Policies for more information on reimbursement.

PROVIDER INFORMATION PAGE

CHILD INFORMATION *

Pre-K Child's Name:

Pre-K Child's Age (As of August 1 prior to start of pre-K year):

Relation to Provider:

Child's Start Date:

Child's End Date:



PROVIDER AFFIRMATION

I affirm the information provided on this application form is true and correct. Further, I affirm Pre-K services will be provided at the address listed above. I also understand I must allow unscheduled visits by a parent or legal guardian to my Pre-K program during the hours the Pre-K program is operating.

In signing this application, I certify I am the individual listed above or the authorized designee.

Authorized Provider Signature:

Date:

KEEP IN CONTACT WITH FAMILIES

- Please assure families understand your program curriculum and program dates so they can determine the fit for their needs
- Only complete Provider Information Forms for families if you have an opening
- Collect contact information of families enrolling & stay in contact
- Keep these families informed of activities and program start dates to assure attendance in August 2015
- Be creative



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HOW DO I KNOW IF CHILDREN HAVE COMPLETED THE PROCESS?

Providers will receive a copy of the “GRANT” once a family has completed the enrollment process with their local intake agent. This grant is formulated in the State’s Indiana Pre-K Information System and uses the information from the provider information page (# hours /#weeks)

State Of Indiana On My Way Pre-K Grant	
Family and Social Services Administration for the period 12/15/2014 through 8/14/2015 THIS IS A GRANT FOR PRE-K SERVICES	
Parent/Guardian: Hurt, Chad 123 Location Indpls IN 46404 County: Lake	Program: After School Program 7147 Kenny Ave Hammond IN 46323 County: Lake Phone: (219)937-7373
Child: Hurt, Arthur Date Of Birth: 1/1/2010	Mailing Address: 505 W. 56th Ave Merrillville IN 46410
Case Number: 10091-1	Type: Public School
Intake Agency: Geminus Corp./NWI CCDF Program Phone Number: (888) 757-1957	
Grant Info	
Rate Type: Type B-1 Hours/Week: 20.00 Weeks/Year: 32 Hours/Year: 640.0000	1st Semester Installment: \$0.00 2nd Semester Installment: \$1949.40 Summer Installment: \$815.60 Total Grant Amount: \$2565.00
Signature: <i>Melanie Briggs</i> Date: 12/18/2014 <small>Director, Office Of Early Childhood And Out of School Learning</small>	

PAYMENTS

- Providers will receive the payment directly from the State, through direct deposit
- Payment is based on the children enrolled and is divided up by the term Fall, Spring and Summer (if applicable)
- You will receive an invoice from the State that you will verify for accuracy, sign and return to the State for payment
- Your invoice will show each child enrolled and the rate for that child

SCHEDULE OF INVOICES

The first invoices will be run in August upon approval from OECOSL. You will receive an invoice for any child with a completed enrolled at your program with the State's data system with a start date within the next month for the current or upcoming semester.

Invoices will be run on or shortly after the 15th of each month hereafter, you will only receive another invoice for the current semester if NEW children are enrolled.

ENCRYPTED EMAIL

You will receive an encrypted email message at the email address you entered on your On My Way Pre-K provider application. The encrypted message will look something like this:

From PreK@fssa.in.gov

To: <youremail@youremail.com>

Subject line: On My Way Pre-K Invoice

Message: PreK@fssa.in.gov has created a secure e-mail message for you at:

<https://certifiedmail.in.gov/1.aspx?l=en-us>

OPEN EMAIL INSTRUCTIONS

- To open the email, click on:

[https://certifiedmail.in.gov/l.aspx?l=en-us.](https://certifiedmail.in.gov/l.aspx?l=en-us)



- If you do not currently have a Certified Mail account, you will be prompted to create a new password.
- The Certified Mail screen that opens will look like this:



COPY OF SECURE EMAIL

← → ↻ **State of Indiana [US]** <https://certifiedmail.in.gov/r2.aspx?b=16&e=greatandini>

INDIANA OFFICE OF TECHNOLOGY

Home

Secure Message Pickup

Simply create a password to protect your account.

▼ Create a Password

New Password:

Verify New Password:

Score:

0%

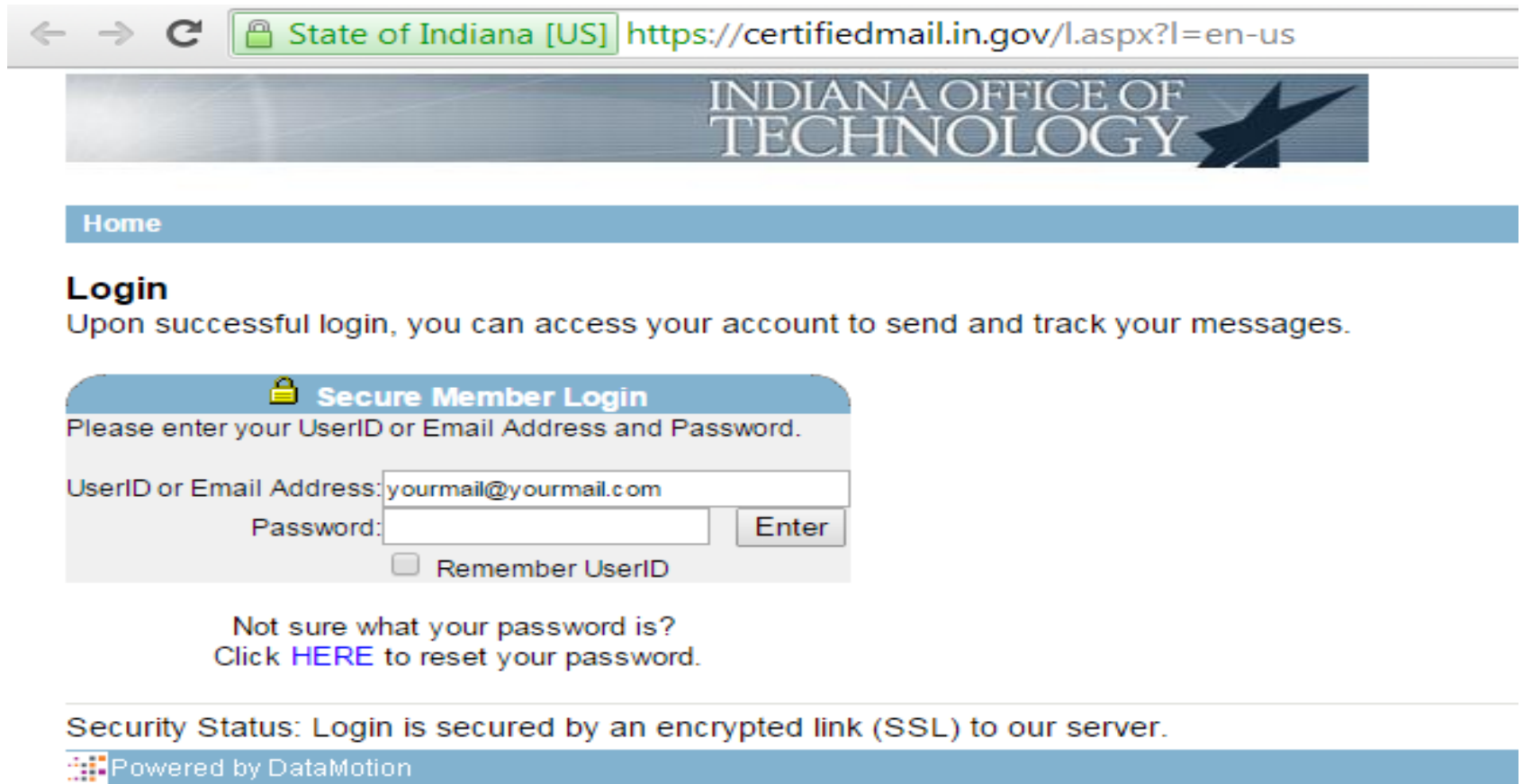
Complexity: Too Short

Password Requirements

- Minimum 8 characters in length.
- Must contain 4 of the following items:
 - Uppercase Letters
 - Lowercase Letters
 - Numbers
 - Symbols

Next

IF YOU ALREADY HAVE A CERTIFIED MAIL ACCOUNT, A SCREEN LIKE THE ONE BELOW WILL OPEN:



The screenshot shows a web browser window with the address bar displaying "State of Indiana [US]" and the URL "https://certifiedmail.in.gov/l.aspx?l=en-us". The page header features the "INDIANA OFFICE OF TECHNOLOGY" logo. Below the header is a blue navigation bar with the "Home" link. The main content area is titled "Login" and includes a message: "Upon successful login, you can access your account to send and track your messages." A "Secure Member Login" section contains a form with fields for "UserID or Email Address" (pre-filled with "yourmail@yourmail.com") and "Password", an "Enter" button, and a "Remember UserID" checkbox. A link "HERE" is provided for password reset. A "Security Status" message at the bottom states: "Login is secured by an encrypted link (SSL) to our server." The footer indicates the page is "Powered by DataMotion".

← → ↻  State of Indiana [US] https://certifiedmail.in.gov/l.aspx?l=en-us

INDIANA OFFICE OF TECHNOLOGY

Home

Login
Upon successful login, you can access your account to send and track your messages.

 **Secure Member Login**
Please enter your UserID or Email Address and Password.

UserID or Email Address:

Password:

☐ Remember UserID

Not sure what your password is?
Click [HERE](#) to reset your password.

Security Status: Login is secured by an encrypted link (SSL) to our server.

 Powered by DataMotion

WHAT TO DO TO SUBMIT YOUR CLAIM:

Attached to the email you will find an invoice and an Enrollment report.

1. **Print out the invoice.** Where it says “Program/Vendor,” fill out the name of the authorized signer, verify that the info is correct, sign and date it.
2. **Then submit the Claim** one of the following two ways:

Mail to:

FSSA Administrative Services

PO Box 28

Indianapolis, IN 46206-0028

OR

Scan a signed copy of the invoice and email the scanned version to:

ClaimsInfo@fssa.in.gov

SAMPLE INVOICE/ENROLLMENT

Service Period: 1/1/2015-1/23/2015

Program/Vendor Information	BILL TO
Facility Number: 19999 Bob's Day Care 29 Main St. Indianapolis, IN 46205 Vendor ID: EIN- 359999999 Phone Number: (317) 555-5555 Email: bob@bobsdaycare.net	FSGA Administrative Services PO Box 28 Indianapolis, IN 46206-0028 Claimsinfo@fsga.in.gov

Entity	Name (Printed)	Signature	Date
Program/Vendor	Please sign and date here		
OECOSL			
OECOSL			
FSSA Controller			

!

A large blue arrow pointing downwards, indicating a continuation or a next step in the process.

Print Date: 1/23/2016

Page 1 of 1

CONTACT FOR CLAIM HELP:

For questions about submitting a claim:

317.253.4465 or ClaimsInfo@fssa.in.gov

For questions about the claim itself:

317.234-8388 or Megan.Rhea@fssa.in.gov

LONGITUDINAL STUDY

- Required by the law, the pilot's purpose is to demonstrate the effectiveness of Pre-K programs on school readiness and academic achievement. Purdue University/ Jim Elicker (principle investigator) has been awarded the contract for this work
- Studying students who participate in the pilot program to determine the achievement levels of those students throughout the pre-k year(s), in kindergarten and later grades
- Includes a comparison of grade 3 assessment results of On My Way Pre-K students and a control group who did not participate in the pilot
- Also includes parent engagement evaluations for staff and parents

ATTENDANCE

- Please keep accurate attendance records for all On My Way Pre-K enrolled children. It is important for the longitudinal study to know the “dosage” the child attends – days and hours each week.
- OECOSL is looking into possible systems for attendance tracking
- Providers agree to enforce minimum attendance requirements of at least 85% of the days pre-k is offered for On My Way Pre-K enrolled children.

ISTAR-KR

ISTAR-KR (Indiana Standards Tool for Alternate Reporting of Kindergarten Readiness) is to measure skills in children from infancy to kindergarten.

ISTAR-KR is a web-based instrument rated by teachers based on their ongoing observations of children engaged in typical daily routines and activities. **It is available to all public schools in Indiana and to private early childhood education programs at no cost.** Assessment results from *ISTAR-KR* can be used to determine which skills a child has mastered and to identify the skills a student needs to learn next.

On My Way Pre-K programs will complete an assessment a minimum of 2 times – entrance and exit of the program. Best practice would encourage additional assessments.

ISTAR-KR SET UP



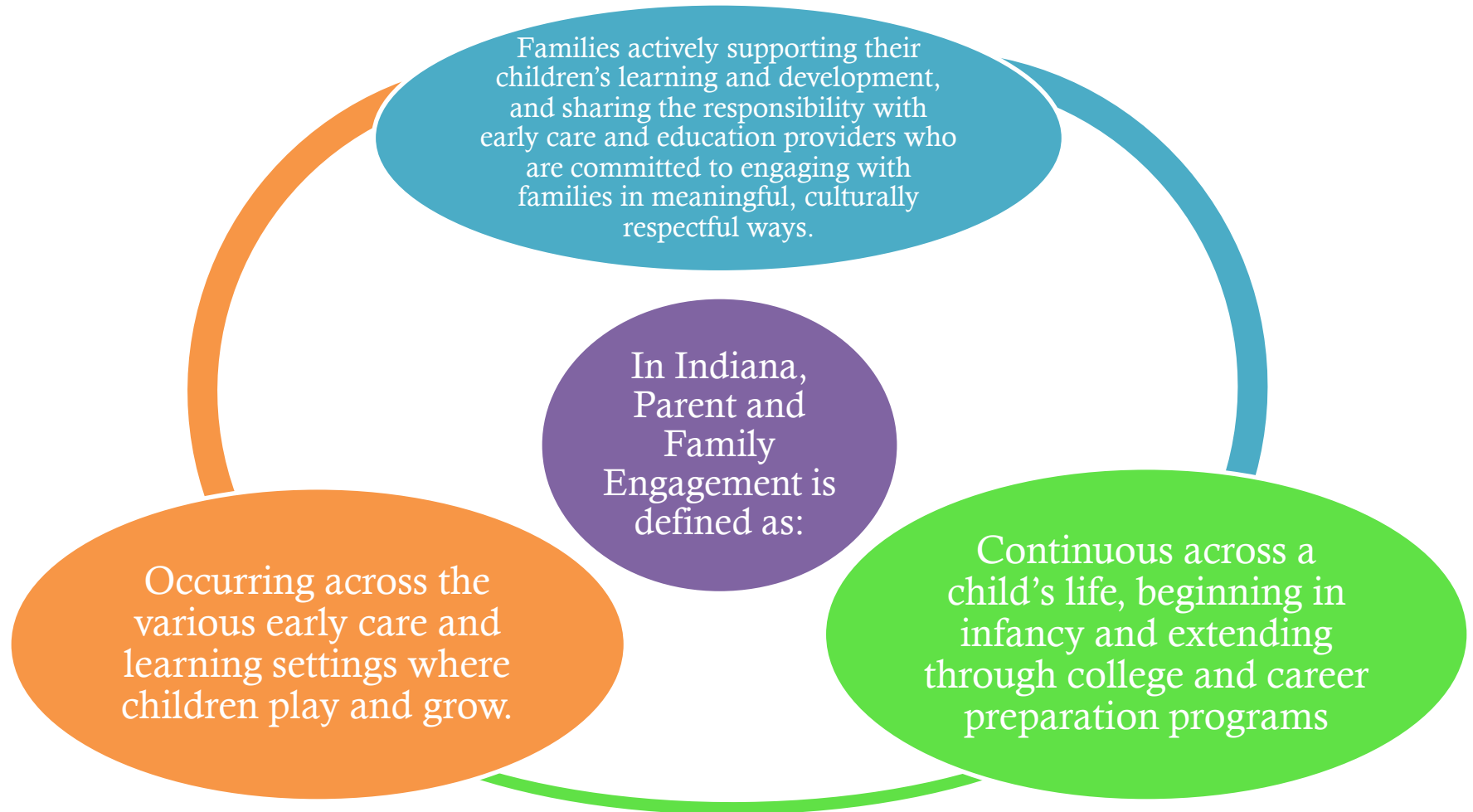
Preschool program director requests/receives:

1. School Creation Form (program # assigned)

**This form is submitted to Audrey Carnahan/Erin Kissling
(acarnahan@doe.in.gov/ekissling@doe.in.gov)**

1. Employee Roster (return to istarkr@doe.in.gov)
2. Student Roster & Parent Consents (**student roster and parent consents are returned together to istarkr@doe.in.gov**)
3. Learning Connection Set-up – must respond to NO REPLY email to activate (to access your ISTAR caseload list/apps tab)

THE INDIANA EARLY CHILDHOOD PARENT AND FAMILY ENGAGEMENT FRAMEWORK



SCHOOL READINESS OUTCOMES

KEY ELEMENTS

Environment
Family Partnerships
Teaching & Learning
Community Partnerships
Professional Development
Leadership
Continuous Improvement

+

GOALS

Support Parents and Families as Child's First Teacher(s)
Promote Family Well Being
Promote Positive Parent, Family and Child Relationships
Support Educational Aspirations of the Family
Support Engagement in Transition
Connect Parents and Family to Peers and Community
Create Leaders and Child Advocates

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SCHOOL READINESS OUTCOMES

WWW.ONMYWAYPREK.ORG

The screenshot shows the Indiana.gov website with the Family and Social Services Administration (FSSA) section. The main navigation bar includes links like 'Text', 'Find an Agency', 'Find a Person', 'Account Center', 'Online Services', 'FAQs', and 'Help'. The FSSA section is highlighted, and the 'ON MY WAY PRE-K HOME' is prominently displayed. A blue arrow points from the text 'Click here' to the 'Information for Providers' link.

IN.gov A State that Works FSSA Search

GOVERNOR MIKE PENCE

Text Find an Agency Find a Person Account Center Online Services FAQs Help A A A+

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Family and Social Services Administration Expand / Collapse

FSSA HOME

- About FSSA
- Employment Opportunities

PROGRAMS & SERVICES

- Aging Services
- Disability Services
- Early Learning/Child Care
- Family Resources
- Mental Health & Addiction
- Medicaid / Health Plans

RESOURCES

- FSSA Reference Guide
- Pre-K Pilot Program
- 2014 Medicaid Disability Eligibility Changes
- Balancing Incentive Program

ON MY WAY PRE-K HOME

Information for Families

Information for Providers

Report Fraud

Online Services

- Find Child Care
- Apply for Services
- Division of Family Resources Enrollment Centers
- Forms IN.gov

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Top FAQs I Want To...

- How do I know if I qualify for Medicaid (health coverage), SNAP (food assistance) or TANF (cash assistance) before I complete the application process?
- What home and community-based supports are available?

WHAT ADDITIONAL QUESTIONS DO YOU HAVE??



CONTACTS:

Melanie Brizzi:

Melanie.Brizzi@fssa.in.gov

Beth Barrett:

Beth.Barrett@fssa.in.gov

Phone: 317-234-8882

Fax: 317-237-6905

Website:

<http://www.in.gov/fssa/carefinder/4899.htm>

